



U.S. Embassy's Julia Taft Fund

The Julia Taft Fund supports community-based projects that provide sustainable assistance to refugees, internally displaced persons, vulnerable migrants, and stateless persons. Each year, the Julia Taft Fund awards grants up to \$25,000 for projects that respond to issues that have not been addressed by larger multilateral refugee programs. Projects that duplicate the work or services provided by the United Nations High Commission for Refugees (UNHCR) or other multilateral refugee programs will not be funded. Proposals are due no later than April 30, 2015.

INSTRUCTIONS FOR SUBMITTING A COMPLETED APPLICATION

PROVIDE ORGANIZATION, COMMUNITY, and PROJECT DETAILS: Tell us about your organization, its work history, and how this project will benefit your community. Be sure to describe the people who will benefit from your project.

APPLY FOR THE MINIMAL AMOUNT OF FUNDING YOUR PROJECT WILL REQUIRE: **Projects that show the most efficient use of funds are the most likely to receive a grant.** If your project can be accomplished with less money than you are requesting, your application will not be selected for funding.

PROVIDE A BUDGET, A PROJECT TIMELINE, AND, IF YOUR PROPOSAL INVOLVES INCOME GENERATING ACTIVITIES, A BUSINESS PLAN: Please be aware, in most cases the Julia Taft Fund money cannot be used to pay for salaries or perishables (such as food). If you are proposing an income generating project, please fill-out the income generating form on page 4 of this document.

PROVIDE MEASURABLE RESULTS: To qualify for funding, your project must be able to provide measurable results in the forms of people served, income raised, etc.

GATHER SUPPORTING MATERIALS and DOCUMENTATION: Include a copy of your group's registration, pro-forma invoices for all materials listed in your budget, a site map, and any letters of support from District officials or other U.S. government partners.

PROVIDE RELIABLE CONTACT INFORMATION: **Include at least one cell number.**

FILL-OUT THE APPLICATION COVERSHEET (see page 3): Every application must include the attached application cover sheet.

THE APPLICATION PROCESS

April 30, 2015 is the deadline for submitting an application. The Embassy will review the applications and submit qualifying applications to the U.S. State Department's Bureau of Population, Refugees and Migration. In June/July, the Bureau of Population, Refugees and Migration (PRM) will inform the Embassy of their funding decisions and the Embassy will inform the applicants.

NOTE: The Embassy urges UNHCR implementing partner agencies to collaborate with local NGOs to conceptualize and design project proposals that will address an unmet need that falls outside of the budget of implementing partners. The intent of this fund is to fill gaps and to promote new working partnerships each year as a means of capacity building. Ideal proposals are ones that are submitted by local NGOs. If a proposal is submitted by an international NGO, preference will be given to those international NGOs that demonstrate that they have a close partnership with a local NGO to carry out the project. Additionally, International NGOs are NOT eligible if they are already being funded by PRM.

Project proposals must be submitted by a registered international NGO, local NGO, or local community group - not by local officials or individuals. Groups must have diverse membership (no single families), and must be already established and operating.



EXAMPLES OF PROJECTS WHICH HAVE RECEIVED FUNDING IN THE PAST:

- Establishment of Legal Aid Clinics
- Job-Training/ Vocational Training
- Establishment of Community Centers
- Human Rights Education
- Environmental Protection Projects

PLEASE NOTE

- Projects that duplicate the work or services provided by the United Nations High Commission for Refugees or other multilateral refugee programs will not be funded.
- Ongoing administrative or operating costs, such as stipends or rent, may be included in the request, but should only account for a small portion of a comprehensive grant proposal.
- Julia Taft Fund grants **cannot** be used to pay VAT. **VAT MUST BE PAID BY THE GRANTEE.**
- Proposals sent to the Julia Taft Fund will not be returned.
- Initial selectees will be provided information about the required UN Inter-Agency Standing Committee (IASC) compliant "Code of Conduct" - which must be signed and submitted prior to final selection.

SUBMITTING YOUR PROPOSAL

Please Email your completed application to:

United States Embassy Kigali
Political and Economic Section, Attention: Jonathan Howard and Sean Hayes
2657 Avenue de la Gendarmerie
Kigali, Rwanda

Telephone: 252 596 400 ext. 2524 Email: howardjp@state.gov and hayess@state.gov

For your application to be considered, attach the following documents:

1. A detailed **history** of your organization and project, stating when it started, what has been accomplished, what you have done for the community, and how the community supports your work
2. Reliable contact information, with at least one cell phone number
3. A **map** showing how to get to your project from a major road
4. A Budget and Project Timeline and Pro Forma Invoices for all items to be purchased with Julia Taft Fund money
5. Copy of project **bank account details**
6. Proof that the project has its own land (in the name of the project) or permission to occupy the land, e.g., signed **lease agreement** or **deed**



Julia Taft Fund Application Cover Sheet

To apply, submit this form along with supporting documentation. Supporting documentation must include: a description of your organization; specific project details, including the number of people who will benefit and how; project measurables (people served, income raised, etc.); a timeline and budget (with pro forma invoices); a map to your site location; if you are a registered organization, a copy of your registration certificate; and, if you are proposing an income generating project, a developed business plan that shows an understanding of your product/service that you are selling and your customers. Other items that you may want to attach include: a supporting letter from a district official, photos, or press clippings.

CONTACT INFORMATION

Project Name	
Group/Organization Name	
Primary Contact Person	
Land Number	
Cell Number	
Email Address	
Fax Number	
Secondary Contact Person	
Cell Number	
Email Address	
Project Address	
District	

PROJECT INFORMATION

GRANT REQUEST AMOUNT (USD)	
Number of People working on your project	
Project Beneficiaries	
Materials to be Purchased	
Community Contribution	
Other Donors to your Organization	
Has your group received U.S. government funding in the past? If yes, when and for what purpose?	



GRANT REQUEST INFORMATION

Briefly explain what the requested funds will be used for, how the grant money will be distributed and who will be responsible for managing the grant money:

Income Generating Project Estimates*

** Only fill-in this section if your group is seeking funding for an income generating activity, such as the sale of food, goods or services.*

Explain your reasons for developing this particular business, i.e., has this business been tried before in this community?

What is the level of demand for your product/service? Who will purchase these goods and/or services?

How much money is required to start your business? _____

At what price will you sell your product/service? _____

Please use the table below to calculate your expected weekly profits

Weekly Income from Business	Weekly Business Costs	Weekly Profit (Income – Cost = Profit)

What are some challenges you may face in your business and how do you think you will overcome those challenges?
